

Bring forward
each year

Bldg 10
10 April 1967

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Acting Deputy Director for Science and
Technology
Deputy Director for Support
Deputy to the Director for National Intelligence
Programs Evaluation
Director of National Estimates
General Counsel
Inspector General
Legislative Counsel

SUBJECT : Official Entertainment in the Executive Dining Room.

1. Effective immediately, the following policy and simplified accounting procedure will apply to official entertainment in the Executive Dining Room which is hosted personally by a Deputy Director or Head of an Independent Office, or by his deputy when directed.

a. Entertainment of other Government officials: The host and other Agency participants will be charged for their meals; the Agency will absorb the cost for the non-Agency guests.

b. Entertainment of non-Government personnel: The entire cost of such entertainment will be paid by the Agency.

c. Accounting Procedure: The host's office shall arrange for official entertainment with the Dining Room Custodian (Mrs. [REDACTED] Room 4E-06, HQ, extension [REDACTED] and shall provide a guest list of all participants. No further reporting by the host is required.

2. In the case of a special luncheon or entertainment in the Executive Dining Room for Government employees exclusively, the

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host may request reimbursement for the entire iunction according
to the provisions of [REDACTED] Chapter IX.

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[REDACTED]
L. K. White
Executive Director-Comptroller

cc: AO-DCI

Dining Room Custodian